



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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December 22, 2004

IN REPLY PLEASE

REFER TO FILE: **PD-7**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**SUPPLEMENTAL AGREEMENT NO. 1
GRANT ASSISTANCE SERVICES
CONTRACT PW12654
ALL SUPERVISORIAL DISTRICTS
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept and file the enclosed report documenting the effectiveness of the consultant services as well as our need to extend Grant Assistance Services contract.
2. Authorize the Interim Director of Public Works to execute Supplemental Agreement No. 1 to extend the term of Contract PW12654 with Psomas for a one-year period and to exercise the remaining option year if the service is still needed. The cost of these extensions will be financed from the funding previously set aside for these services.
3. Instruct the Interim Director of Public Works, or his designee, to notify Psomas of the Board's action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

We are recommending that your Board extend the term of the existing agreement to enable Psomas to provide ongoing grant assistance services.

On February 4, 2003, your Board authorized the Interim Director to enter into an Agreement with Psomas to provide grant assistance services for a two-year period including two, 1-year renewal options, commencing on the date of the initial Notice to Proceed, for a total not-to-exceed fee of \$765,000. The purpose of this action was to enhance the ability of Public Works to secure grants/loans and entitlements for the design, construction, and maintenance of projects and facilities and for research and development relevant to the mission of Public Works. Agreement No. PW12654 was executed by the Director on February 11, 2003. In order to continue the grant assistance services, we are recommending that your Board authorize the Interim Director of Public Works to execute a Supplemental Agreement extending the term of the agreement to February 11, 2006.

Your action also required Public Works to prepare a report to your Board documenting our needs as well as the effectiveness of the services provided by Psomas if Public Works had a need to extend this Agreement for services. The enclosed report illustrates the continuing need for Psomas' assistance in identifying potential funding opportunities for Public Works projects and facilities; assisting in the review of grant applications; and researching, reviewing, and summarizing current legislation that may provide grant and other funding opportunities.

Implementation of Strategic Plan Goals

Extending the current Agreement with Psomas will meet the County's Strategic Plan Goal of Fiscal Responsibility and strengthen the County's fiscal capacity by enhancing our resources.

FISCAL IMPACT/FINANCING

This Supplemental Agreement No. 1 will have no impact to the County's General Fund. On February 4, 2003, your Board authorized the Director to enter into an Agreement with Psomas for a not-to-exceed fee of \$765,000. It is estimated that we have expended approximately \$430,000. The remaining balance of \$335,000 is sufficient for the projected amount of services that will be rendered with this Supplemental Agreement No. 1.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The approved Agreement with Psomas provides grant assistance services for a two-year period and has two, 1-year renewal options, which are subject to mutual agreement between Psomas and the County. A standard supplemental agreement, in the form previously approved by County Counsel, will be used. The existing consultant services agreement includes the standard Board-directed clauses that provide for contract termination, renegotiation, hiring qualified displaced County employees, and consideration of Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

ENVIRONMENTAL DOCUMENTATION

A finding of environmental impact is not required for the extension of an agreement for consultant services. Any project that may be proposed as a result of these services will undergo the appropriate environmental review.

CONTRACTING PROCESS

Not applicable. This is a request for authorization to extend an existing consultant services agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Authorizing this Supplemental Agreement No. 1 with Psomas will allow for seamless continuation of grant assistance services to enhance Public Works' ability to secure grants.

The Honorable Board of Supervisors
December 22, 2004
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CONCLUSION

Please return two approved copies of this letter to Public Works.

Respectfully submitted,

DONALD L. WOLFE
Interim Director of Public Works

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Enc.

cc: Chief Administrative Office
County Counsel

**REPORT TO THE BOARD OF SUPERVISORS
ANALYSIS OF GRANT ASSISTANCE SERVICES PROVIDED BY PSOMAS
UNDER CONSULTANT SERVICES AGREEMENT NO. P712654**

Effectiveness of the Contract Services

During the two-year contract, Psomas provided approximately 50 bi-weekly reports, which included extensive information regarding funding opportunities available to Public Works and reviews/summaries of State and Federal legislation that may provide grant and other funding opportunities. These reports included detailed information about each grant to expedite Public Works' review in determining whether or not we may have eligible projects for submittal. The legislative reviews/summaries provide useful information that assists us in tracking legislation and preparing our own analysis regarding the impact of a Bill on Public Works.

As a result of our increased awareness of available funding opportunities, we submitted a larger number of grant applications than prior to this contract. In addition, Public Works increased the amount of grant awards from \$18,886,444 in Fiscal Year 2002-03 to \$31,685,119 in Fiscal Year 2003-04. Psomas, in conjunction with our Grants Management Section staff, reviewed many of our grant applications and provided valuable input. The majority of those applications were successful.

A total of about 140 employees from 20 Divisions attended two grant writing workshops conducted by Psomas on April 15, 2003, and November 4, 2004. For the November workshop, Psomas assisted Public Works staff in preparing manuals that included information regarding current procedures for applying for and securing grant funding. A manual was given to each of the attendees. Manuals are also being provided to each Division/Group Head and each Division Grant Coordinator. Since the latest workshop, staff has received positive feedback on both the information provided and the helpfulness of these manuals.

During the initial term of the Agreement, Psomas also prepared specialized reports about funding opportunities. The purpose of one such report was to make Public Works more aware of the many water-related funding opportunities that have been and are available to us. Psomas also prepared extensive reports on available funding from Proposition 50 including an analysis of which of our projects may be competitive for potential grants based on the intent of each chapter of Proposition 50.

Need to Continue this Contract for Services

Public Works staff is still in the process of refining procedures to be followed by Public Works to enable us to be more efficient in securing and tracking grant and other funding opportunities. As a result, there is limited time to research funding opportunities, track legislation, and prepare reports requested by Public Works Administration. In addition, Public Works plans to apply for many grant programs during the next year, several which are funded by Proposition 50. With Psomas' assistance and expertise regarding Proposition 50 requirements, Public Works will be in a better position to take advantage of upcoming grant opportunities and be more successful in a highly-competitive market.